

Request for Proposal of 26th September 2019 No 3C/1.2/SYSTEM

In connection with the project implementation by 3Clicks Sp. z o. o. within the operational programme Eastern Poland operation 1.2 Internationalisation of SMEs, project number POPW.01.02.00-06-0017/18 we ask you to present a commercial offer on:

License for software and consulting in the scope of preparing the enterprise for the implementation of the purchased software, systems and ICT tools.

1. Description of the order

Software should improve the business processes in sales, marketing and after-sales support. In addition, the implemented system should improve the flow of information between accounting, external programmers making changes and improvements to the application, the customer and the management board of the company in a way that enables easy prioritization and management of the team and tasks.

Therefore, the system must meet the following expectations of the Contracting Entity:

1. Have a module allowing to archive all important company documents in one place, such as contracts, orders, cost estimates, etc. Additionally, the system should enable the creation and using of ready-made document templates. What is more, the functionality of the system should enable linking documents with specific projects and customers and search in the database according to particular criteria.
2. Enable the creation of a database of contacts with the possibility of grouping by key parameters, i.e. to distinguish customers (with specification of individual branches), suppliers, employees and classify them according to other characteristics assigned to the contacts (e.g. contract of work, contract of mandate, employment contract).
3. Allow to control in one place all documents related to a specific project, such as: contract, cost estimate, order, sales invoice, cost invoice, etc. In addition, the system should easily enable control of the employee's working time on a given project and present the current profitability of the project.
4. The system should enable the export of data to Microsoft Excel in a form that allows for current control, and in particular control of the profitability of individual projects.
5. Enable planning and supervising of current works and reporting of time worked for specific tasks.
6. Allow quick issuance of sales invoices according to a ready-made template and cost estimate for a given project.
7. Give and limit access to system users to particular functionalities and documents entered into the system.
8. Enable users to log in and work in the system from any device and place.



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2. Description of the conditions of participation in the proceedings

Contractors who fulfil the following conditions may participate in the procedure:

a) they are not related to the Contracting Entity personally and/or capitalically. Capital or personal relationships shall mean mutual relations between the Contracting Entity and the contractor, consisting in:

- participation in the partnership as a partner in a civil partnership or a partnership;
- holding shares or at least 10% of equities;
- performing the function of a member of the supervisory or management body, a commercial proxy, a proxy;
- remaining in such a legal or factual relationship that may give rise to justified doubts as to the impartiality of the Contractor's choice, in particular being married, in a relationship of kinship or affinity in a direct line, in a relationship of kinship or affinity in a collateral line up to the second degree or in a relationship of adoption, custody or guardianship.

b) The Contractor must have at least 5 years' experience in the implementation of IT systems.

c) The software offered to the Contracting Entity had to be successfully implemented in at least 10 companies.

d) The Contractor must have at its disposal persons having the necessary knowledge, qualifications and experience to perform the subject of the contract, i.e:

- o have an implementation team of its own,
- o have a development team of its own.

3. Evaluation criteria and submission of tenders

Formal criteria:

- Offer submitted within the time limit specified in the request
- Offer signed and stamped
- Offer clearly identifying the tenderer and clearly legible
- Complete offer submitted on the offer form attached to this request of proposal
- Offer identical with the description of the order placed in this request of proposal

Offers which not meeting the above criteria will be rejected for formal reasons, while other offers will be evaluated according to the criteria described below.

Admissibility criteria:

- Meeting the requirements concerning the lack of connections with the Contracting Entity (verified on the basis of the Tenderer's statement),
- The contractor has at least 5 years of experience in the implementation of IT systems. (verified on the basis of the tenderer's declaration and entry in the relevant register, e.g. CEDIG or KRS)



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- The software offered to the Contracting Entity has been successfully implemented in at least 10 companies. (verified on the basis of submitted references or a list of companies in which the software was implemented together with contact details)
- The contractor has at its disposal persons having the necessary knowledge, qualifications and experience to perform the subject of the contract, i.e.: it has its own implementation team and its own programming team (verified on the basis of the Tenderer's statement).

Substantive criteria:

- Net price 100%.

The net price should include all fees provided by the tenderer.

Method of awarding points - the cheapest offer receives 100 points and the next offer receives as less points as much percentage is more expensive than the cheapest. An offer that is more expensive by 100% or more than the cheapest will receive 0 points.

Example: The cheapest offer 100PLN = 100 points. Next offer: 150 PLN = 50 points, third offer: 200 PLN = 0 points.

The offer that scored the most points will be selected. The points will be rounded to two decimal places according to the rules of mathematics.

In the event that two offers score the same number of points, the previous offer will be selected.

Deadline for submission of offer:

Please respond by 3rd October 2019 by sending a scan of the signed and stamped offer to email address: julia.gemser@get3clicks.com

The date of submission of the offer is the date of receipt of the electronic version of the offer by 3Clicks Sp. z o. o.

The contractor will be selected on 4th October 2019. Each of the tenderers will be immediately informed about the results of the tender procedure.

Schedule of order realization:

Selection of the contractor 4th October 2019

Signing the contract - immediately after the selection of the contractor

Implementation: from signing the contract to 31st December 2019

Other relevant information regarding the procedure:



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- This procedure is conducted in accordance with the principle of competition. The Public Procurement Law Act do not apply to the contract.
- The CPV code corresponding to the subject matter of the contract is '48400000-2 - Software package for business and personal transaction control'.
- The Contracting Entity reserves the right to invalidate this request of proposal without giving reasons.
- The Contracting Entity does not allow the submission of partial or variant offers.
- The tenderer may submit only one offer.
- The Contracting Entity does not provide for supplementary orders.
- The estimated total value of the contract exceeds 50 thousand PLN.
- The required validity period of the offer - at least until 31st October 2019. It is required that during the validity period of the offer the price does not change and is consistent with the price presented in the offer.
- This request of proposal was placed on the contracting entity's website www.get3clicks.com, in the Competitiveness Database and sent by e-mail to three potential contractors.
- More information about the business profile of 3Clicks Sp. z o. o. can be found at www.get3clicks.com
- The offer form is attached to this inquiry and must be used.

Terms and conditions of amending the agreement:

- The Contracting Entity envisages the possibility of changing the contract concluded with the contractor selected as a result of this procedure in the event of a change in generally applicable legal regulations in the scope affecting the realization of the subject matter of the contract.
- The Contracting Entity envisages the possibility of changing the contract in the event of external factors beyond the control of the Contracting Entity, such as: force majeure, unforeseen weather conditions, etc.

Contact person:

Julia Gemser, julia.gemser@get3clicks.com

Any questions concerning this proceeding should be sent to the above e-mail address.

Ordering party's data:

3Clicks Sp. z o. o.

20-601 Lublin

Tomasz Żan 11A

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3Clicks Sp. z o.o.

Sławomir Chomik

Prezes Zarządu

Signature